

Title	Continuing Medical Education (CME) for Technologists	Policy #	04-004
--------------	--	-----------------	--------

POLICY

Children's National Division of Diagnostic Imaging and Radiology recognizes technologists may periodically attend training seminars/conferences/workshops or join professional associations that will enable them to remain up to date in their respective modalities.

PURPOSE

The Division of Diagnostic Imaging and Radiology understands the critical professional role of imaging technologists and the importance of supporting continuing education activities. The purpose of this policy is to outline the guidelines for reimbursing technologists for continuing medical education, professional association memberships, and other related expenses. Please note this policy is subject to annual budgets established for external training and memberships.

PROCEDURE

Reimbursement Requirements

- a. Full-time technologists will receive *up to* \$500.00 every two years to help cover the costs of one offsite seminar/conference/workshop for continuing education activities or related materials if approved by their manager.
- b. These funds can also be spent towards membership in professional associations related to a specialty (modality) or for registration, license, or certification fees.
- c. For work scheduling purposes, the employee's request for attendance must be received at least eight weeks in advance of the event, and the employee's manager must approve the request.
- d. For technologists attending offsite seminars/conferences/workshops, up to four days every two years will be counted as Continuing Education Days and will not count as vacation days.
- e. Part-time eligible technologists will receive funds and Continuing Education Days on a pro-rated basis. For example, a 0.5 FTE would receive 50% or \$250.00 dollars every two years.
- f. The training event to be attended must have a direct relationship to the job the employee performs.

Children's National reserves the right to determine which training functions and association memberships are in the best interests of the hospital, its future planning and direction. The employee's manager will review all requests for external training and

memberships, determine departmental priorities, and approve or deny requests based on the company's annual budget.

Approved by:

Dorothy I Bulas, MD
Division Chief, Diagnostic Imaging and Radiology

6/30/2021

Date

Laurie Hogan, MBA, CRA
Director, Diagnostic Imaging and Radiology

6/30/2021

Date

Dates of review

Original: March 31, 2006
Revised: February 22, 2007
Reviewed: June 22, 2010
Revised: April 5, 2013
Revised: May 10, 2016
Reviewed: June 21, 2018
Reviewed: June 30, 2021